**Expectations, Policies, and Resources**

[**Instructions:** Below is sample language you can copy/paste into your course syllabus.]

**Feedback and Grading**

[Not required. Example:] All graded assignments will receive written feedback that aligns with the grading rubric. Feedback is meant to be constructive and help the student continue to build upon their skills. The types of feedback you receive may include descriptive, evaluative, and motivational comments. Feedback is a tool that you as a learner can use to understand the areas in which that you are succeeding and what you can do to improve in other areas.

**Appropriate Use of Course Resources**

[Not required. Example:] The materials used in this class, including, but not limited to, syllabus, exams, quizzes, and assignments are copyright protected works. Any unauthorized copying of the class materials is a violation of federal law and may result in disciplinary actions being taken against the student. Additionally, the sharing of class materials without the specific, express approval of the instructor may be a violation of the University's Student Honor Code and an act of academic dishonesty, which could result in further disciplinary action. This includes, among other things, uploading class materials to websites for the purpose of sharing those materials with other current or future students.

**Assignments**

[Not required. Example:] Submit all assignments through Sakai or assignment links located in the weekly modules, syllabus link, or assignments link (if made available by your instructor). Emailing assignments is not acceptable unless prior arrangements have been made. If you are having issues submitting assignments, try a different web browser first. If switching browsers does not work, email or call the instructor for guidance.

**Contributions**

[Not required. Example:] You are expected to offer individual contributions in class and on individual assignments, and to collaborate with fellow students on assignments for which students may work together, such as group assignments.

**Discussion Forum**

[Not required. Example:] You are expected to participate in the Sakai course Discussion Forum. You are also expected to reply to at least two student peers’ postings per discussion board. Peer replies should be thoughtful, reflective, and respectful while prompting further discussion using content knowledge, critical thinking skills, questioning, and relevant information of the topic. Go to <https://sph.unc.edu/iis/discussion-forum-participation-guidelines> for additional information. The instructor will be an active reader and will occasionally post throughout the semester. The group discussion forum will be moderated by the group members unless an issue is brought to the instructor’s attention by a fellow group member.

**Email**

[Not required. Examples:] All email correspondence between student/instructor and peer/peer will be conducted in a professional manner. The instructor will typically respond to email within 24 hours or less if sent Monday through Friday. The instructor may respond to weekend emails, but it is not required of them. If you receive an out of office reply when emailing, it may take longer to receive a reply. The instructor will provide advance notice, if possible, when they will be out of the office.

**Late Work**

[Not required. Example 1:] Late work will not be accepted.

[Not required. Example 2:] Assignment due dates will not be changed because of exams or assignments in other courses or because of conflicting vacation travel plans. Late submissions will receive a 1-point reduction for every day that they are late. After seven days, late submissions will receive no points. Corrected submissions will not be accepted unless stated otherwise. You must inform the instructor on the first week of class if you cannot attend an exam or presentation due to extenuating circumstances, such as medical procedures or professional travel. Attendance on the day of the presentation and exams is otherwise required to receive points for those activities.

**Learning Center**

[Not required. Example:] The UNC Learning Center is a great resource both for students who feel they may be struggling in their courses and for those who want to be proactive and develop sound study practices to prevent falling behind. They offer individual consultations, peer tutoring, academic coaching, test prep programming, study skills workshops, and peer study groups. If you think you might benefit from their services, please visit them in SASB North or visit their website (<https://learningcenter.unc.edu/>) to set up an appointment.

**Pregnant and Parenting Student Polices**

[Insert campus language here.]

For information see <https://eoc.unc.edu/policy-on-pregnant-and-parenting-students-and-applicants/>.

**Readings**

[Not required. Example:] Readings for a particular class should be completed before the class session and before completing associated activities

**Technical support**

[Example]The best way to help prevent technical issues from causing problems for assignments and quizzes is to submit them at least 24-36 hours before the due date and time. Your instructor cannot resolve technical issues, but it’s important to notify them if you are experiencing issues. If you have problems submitting an assignment or taking a quiz in Sakai, immediately do the following:

1. Contact he UNC Information Technology Services (ITS) department with the time you attempted to do your course action and what the course action was.
2. Email your instructor with the information you sent to ITS and what time you sent the information.

The ITS department provides technical support 24-hours per day, seven days per week. If you need computer help, please contact the ITS Help Desk by phone at +1-919-962-HELP (919-962-4357), or by online help request at <http://help.unc.edu/help/olhr>, or by UNC Live Chat at <http://help.unc.edu/chat>. <http://help.unc.edu/chat>.

**Technology Usage**

[Not required. Example 1:] No laptops should be open and all cell phones must be either turned off or on silent during class time.

[Not required. Example 2:] Please bring your (charged) laptops to class every day. Your homework and writing projects do not have to be printed out (unless you are specifically directed to do so). Instead, you will be posting and sharing materials on Sakai.

[Not required. Example 3:] I generally allow computers to be used in class, especially if an assigned reading was available electronically. I reserve the ability to disallow the use of computers when I feel doing so will enhance discussion. If you choose to use your laptop, I expect you to be 100% “with us,” which means no e-mail, no Facebook, no Twitter, no ESPN, and so on.

[Not required. Example 4:] Cell phones should be silenced or turned off and stored out of sight during class. I reserve the right to confiscate any cell phones that I see out during class.

[Not required. Example 5:] You may use a computer during class if you feel this is the most effective way to take notes. However, I request that you sit in the last row of the classroom to avoid distracting your peers, and I reserve the right to confiscate your computer until the end of class if your computer use is causing any distraction or disruption to others or myself.

**Telephone Messages**

[Not required. Example:] Email communication is preferred, and voice mails will not be returned.

**Writing Center**

[Not required. Example:] The Writing Center is located in the Student and Academic Services Building and offers personalized writing consultations as well as a variety of other helpful resources free of charge. You do not need a complete draft of your assignment to visit; they can help you at any stage. You can chat with someone in the writing center or set up as appointment on their website (<https://writingcenter.unc.edu>).